

# Administrative Assistant

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs a variety of routine clerical, secretarial and administrative work in keeping official records, providing administrative support to the Finance, Municipal Court and Business License staff, and assisting in the administration of the standard operating policies and procedures of these departments. Work is performed under the moderate supervision of the Assistant Director or Director of Finance and Administration.

## Essential Functions

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Performs routine clerical assignments as directed.
- Prepares and types a variety of documents including correspondence, memoranda, reports, etc; verifies for accuracy and completeness.
- Sorts, copies and/or scans and files a variety of electronic and paper documents.
- Makes copies and prepares packages for agendas or meetings.
- Assists with basic recordkeeping.
- Picks up and distributes incoming/outgoing mail, maintains departmental supplies, coordinates department equipment maintenance.
- Acts as department receptionist by greeting and directing visitors to appropriate party, answering telephone/forwarding calls to appropriate party and assisting the public as required.
- Schedules training and continuing education for the department and related travel arrangements.
- Assists with weekly scheduled court sessions.
- Assists the Business License office with accounts and special projects including annual license renewal.
- Operates a variety of standard office equipment, including computer, printer, copier, scanner, fax, shredder, etc.
- Performs other duties as apparent or assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of office procedures, practices and equipment; ability to make arithmetical computations; ability to operate a variety of office machines; ability to deal effectively with town supervisors and staff, vendors, outside contacts and general public.

## Education and Experience

High School Diploma. Previous 2-3 years of experience in an office setting including computer file management, preferably a government agency or municipality, records management and collecting and posting payments. Advanced finance/accounting coursework preferred.

## Physical Requirements

This work requires the occasional exertion of up to ten pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking reaching with hands and arms and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with computers, printers, light traffic)

## Special Requirements

SC Drivers License

Salary is negotiable based on experience. EOE. We offer excellent benefits and a great place to work.

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*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*